# 4.8.1 Transaction Processing for Add

The Transactions subsystem provides the capability to add case and item information, transfer of accountability for the Idle Property to the PDO, and for controlled NEMS screenable items to update the NEMS Data Base to reflect the transfer for all active disposal cases. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

- From the NPDMS MAIN MENU type 5 at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press < Enter>.

The TRANSACTION MENU (ND5000MA) is displayed.

ND5000MA / ND5000PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM TRANSACTI ON MENU TX Sel ecti ons:	03/01/01 08: 57: 08 MSXXX
1 Add 2 Change 3 Del ete 4 Recei pt 5 Sal es 6 Exchange (Trade 7 Freezes and Dis (Includes Scra	spositions	e 1 No
ECN: ERN: Trans Id:  Navi gati on:		io:eze)

#### **INPUT DATA**

- Enter Selection input value = 1
- Prop Case No (Only used for Item add to an existing component system)
- Item Id (Optional)
- ECN (Controlled property only)
- Cust Acct No (Optional)

Action is performed based on the input on the TRANSACTION MENU screen (ND5000MA).

# 4.8.1.1 Controlled Add With GSA Reporting

With the valid entry of an Equipment Control Number (ECN), this process extracts data from NEMS. The Controlled Add with GSA reporting function allows the user to add single case data and modify extracted NEMS data.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type **1** at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active
  Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data
  from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match
  on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA)
  displays the extracted NEMS and Center default data, and places the cursor at the first input
  field.

ND4110MA / ND4110PA				03/01/01 09: 02: 23	
	A CA		-	MSXXX	
		Cust Acct No: 3	33001		
Local Ref No:	Tu	rn-In Doc No: _			
Initiators Name:		Initiators (	Org Code: .		
Initiators Phone: (	_ ) *****************	NSN: *	****		
Item Name: *******	**************	******	******	*	
Mfg's Code: Mfg	g's Name:		Mfg Ye	ar:	
Model No:	Part No:				
Serial No:	Part No: MMA Code:	CC: **	Cap Sens	Code: X	
CURR OTY: ****	UNIT OF MEASURE: **	UNIT ACO COS	ST: *****	*****	
com qii.		0.111 1.104 000			
Stock Status Code: 5	Contr Prop	Tag N	No.		
Poi mburgoment Code:	Contr Prop: _ Grantee Prop: _	Contr/Crant N	No:	<del></del>	
Eve/Sal a: Unal ai mod	Prop: _ Date Found:	Foir M	ht.		
Exc/Sare Ulcrarilled	rrop bate round	raii w	ΛL	<del></del>	
Haz Mat Codo: Haz N	/at Ind: _ Precious Metals	Codo: A Print	Di olam Do	o. V	
	at Thu Frectous metars				
Ttelli besc.	• • • • • • • • • • • • • • • • • • • •			(Y/N): N	
Novi goti on			KEIAIN	(1/N). N	
Navigation:	5 PF16 PF17 PF18 PF19-	DEOC DEOL DI	EOO DEOO	DEQ4	
			FZZ PFZ3-		
HELP LOPF PREV	CNCL	CLEAR		EXIT	

#### **EXTRACTED FROM NEMS**

- Cust Acct No
- ECN

- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

- Local Ref No
- Turn-in Doc No
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name

input value = your document number

•	Mfg's Code	input values = valid code, <b>ZZZZZ</b> or <b>XXXXX</b> . If using Z or X see corresponding entry for Mfg's Name.
•	Mfg's Name	input values = name with matching Mfg's Code, <b>UNKNOWN</b> with <b>ZZZZZZ</b> Mfg's Code, or <b>MFG CODE NOT ASSIGNED</b> with <b>XXXXX</b> Mfg's Code
•	Mfg Year	
•	Model No	
•	Part No	
•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = $N$ , $X$ , $Q$ , $M$ or $P$
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Haz Mat Code	

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

• More input value = **Y** or **blank** 

Retain input value = Y or N

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain Field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MN	I TEM DESCRI PTI ON	
PROP DESC	TEST	1 2
DESC		3
		4 5
		6
TECH HEADERS		
		<u> </u>
TECH		
DESC		2 3
		4 5
		6
	'13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23- LP LOPF CNCL PGUP PGDN INSRT	PF24

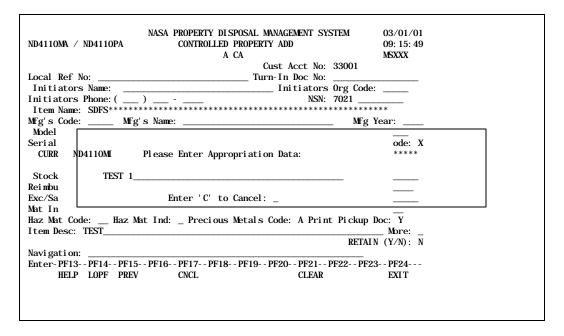
- Prop Desc
- Tech Headers
- Tech Desc

**NOTE:** The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).



• Appropriation Data

• Enter 'C' to Cancel input value = **C** or **blank** 

• Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the CONTROLLED PROPERTY ADD (ND4110MA).

NASA	PROPERTY DISPOSAL MANAGEM	MENT SYSTEM	MM/DD/YY
ND4110MA / ND4110PA	CONTROLLED PROPERTY AI	DD	HH:MM:SS
	A CA		XXXXX
	Cust Ac	ect No: 02022 ECN	: G000101
Local Ref No:	Turn-In I	Ooc No:	
Initiators Name:	Init	iators Org Code:	EP83_
Initiators Phone:( )	STD: ( )	NSN: 7021	
	Y2K STATUS	*****	
Mfg's C		Mfg Y	ear: 2001
Model Status Code: y	'Y' = Y2K Compliant		
Serial	'N' = Not Y2K Compliant	Cap Sen	s Code: X
CURR	'U' = Unknown Status	: 1522.	00*****
Stock Certifier's		:	
Reimbur Name:		:	
Exc/Sal		:	
Haz Mat Code: Haz Mat Ind:	_ Precious Metals Code:	A Print Pickup D	oc: Y
Item Desc:			_ More: _
		RETAIN	(Y/N): N
Navigation:			
Enter-PF13PF14PF15PF16-	PF17PF18PF19PF20	-PF21PF22PF23	PF24
HELP LOPF PREV	CNCL	CLEAR	EXIT

#### **INPUT DATA**

Status Code Input value = Y, N, or U

- Certifier's Name
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTI DISPOSA ND4110MB / ND4110PA ADD SCR	L MANAGEMENT SYSTEM 03/01/01 EEN 2 09: 17: 28
A CA	MSXXX
Install Name: MARSHALL SPACE FLIGHT CENT	
Contact Person: XXXX XXXXXXXX**********	**** Phone: ( 205 ) XXX - XXXX
Address: BLDG XXXX************	**** Bl dg: 8025***** Room
Property Location City: HUNTSVILLE********	Fax: ( 205 ) XXX - XXXX
Location City: HUNTSVILLE*******	State: AL Zip: XXXXX
Country:	
Report To: GSA Region: 04 or DRMD DODAAC:	Print Doc (Y/N): N
Warehouse Loc: Warehouse	d Date:
DML Code: _ Foreign Prop: _ Reclam Co	de: _ CC: A1 Artifact: _
DAYS	Begin Dates End Dates
21_ Installation Screenin	g: 03 01 2001 03 22 2001
Screening 21_ NASA-Wide Screenin	g: 03 01 2001 03 22 2001
Timeframes 0_ Other Federal Screening	g: 03 23 2001 03 23 2001
	g: 03 24 2001 04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Cat	
ADDITIONAL COMPONENT ITEMS $(Y/N)$ : N ECN: _	
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF1	
HELP LOPF PREV CNCL	CLEAR EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to

— GSA Region input value = reporting GSA Region

— DRMO DODAAC input value = blank

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclam Code input values = Y, R, or N

• CC

• Artifact input value = **Y** or **blank** 

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

• Screening Timeframes:

Days

Installation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = N

• ECN input value = next case to be added, if

any

• Cust Acct No input value = next case to be added, if

any

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

**NOTE:** The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

**NOTE:** The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

NASA PROPERTY DISPOSAL MAN ND4110MB / ND4110PA ADD SCREEN 2 A CA	
Install Name: MARSHALL SPACE FLIGHT CENTER*** Contact Person: XXXX XXXXXXXX****************** Address: BLDG XXXX*********************************	Phone: ( 205 ) XXX - XXXX Bl dg: 8025****** Room Fax: ( 205 ) XXX - XXXX State: AL Zi p: XXXXX
ND4110MK  If the property is located in the following area  Maryland - Prince Georges and Montgomery Cour Virginia - Prince William, Loudon, Fairfax, a Arlington Counties, and City of Al	nties only and
### CSA Region should be 'W'. GSA Region	**********

- GSA Region
- Enter 'C' to Cancel input value = C or blank

**NOTE:** The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to  $\mathbf{W}$  by typing over the displayed GSA Region value. If the user enters  $\mathbf{C}$  to cancel, the GSA Region value remains the same.

• Press **<Enter>**. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter **C** to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

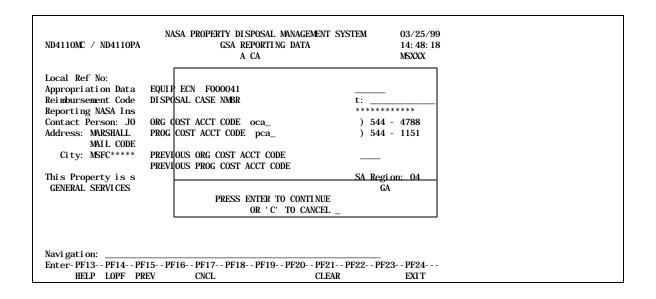
Appropriate data fields are populated and displayed by the system.

	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM	03/01/01
ND4110MC / ND4110PA	GSA REPORTING DATA	09: 40: 50
	A CA	MSXXX
Prop Case No:		
Local Ref No:	Turn-In Doc No:	
Appropriation Data: TE	ST 1	
	Exc/Sale: _ Unclaimed Prop: Fair Mkt: _	
Reporting NASA Install	ation Name: MARSHALL SPACE FLIGHT CENTER***	******
Contact Person: XXXXXX	XXXXXXXXXXX************** Phone: ( XXX5 )	XXX - XXXX
Address: MARSHALL SPAC	CE FLIGHT CENTER** Fax: (XXX)	XXX - XXXX
MAIL CODE XXX	X	
City: MSFC******	******* State: AL Zi p: XXXXX	_
This Property is sched GENERAL SERVICES ADMI	uled to be reported on 03 23 2001 to GSA I NISTRATION ATLANTA	degi on: 04 GA
	5PF16PF17PF18PF19PF20PF21PF22 CNCL CLEAR	 PF23 PF24 EXI T

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
  the cursor placed at the first field in error. After the corrected data has been entered, press
  <Enter>. The system continues to validate each data field until all data passes the edit

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checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.



- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = C or blank
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

# 4.8.1.2 Non-Controlled Add With GSA Reporting

This process allows the user to enter Non-Controlled Add With GSA Reporting data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas

with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

	NACA PROPERTY PLOPOGA	A MANAGER COME COM	CONTRACT.	00 (04 (04
ND4110M / ND4110DA	NASA PROPERTY DI SPOSA		SIEM	
ND4110MA / ND4110PA	NON- CONTROLLED A CA	PROPERTY ADD		09: 50: 28 MSXXX
	A CA	Cust Acct No:	22001	NDAAA
Local Dof No.				
Local Ref No:				
Initiators Phone: (	,	NCN:	****	
Initiators Phone: (	/ ******************		*******	***
Mfg's Code: Mfg'				
Model No:	Part No: _		_ '''' 8 '	car
Serial No:	MMA Code:	CC: **	Can Ser	s Code: X
Serial No: CURR QTY: *****	UNIT OF MEASURE: **	UNIT ACO C	OST: ****	*****
422.				
Stock Status Code: 5	Contr Prop:	Tag	No:	
Stock Status Code: 5 Reimbursement Code: _	Grantee Prop:	Contr/Grant	No:	
Exc/Sale: _ Unclaimed I	Prop: _ Date Found:	Fai r	Mkt:	
Mat Inv: _ SHELF LIFE 7				
Haz Mat Code: Haz Ma	at Ind: _ Precious Meta	ls Code: A Prin	t Pickup I	loc: Y
Item Desc:				_ More: _
			RETAI N	(Y/N): N
Navi gati on:				
Enter-PF13PF14PF15-	- PF16 PF17 PF18 PF1	9 PF20 PF21 I	PF22 PF23	SPF24
HELP LOPF PREV	CNCL	CLEAR		EXIT

## **INPUT DATA**

- Local Ref No
- Turn-In Doc No input format = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name

Mfg's Code input values = blank, valid code, ZZZZZ or if using Z or X see corresponding entry forMfg's Name. Mfg's Name input values = blank, name with matching Mfg's Code, UNKNOWN with **ZZZZZZ** Mfg's Code, or **MFG CODE** NOT ASSIGNED with XXXXX Mfg's Code Mfg Year Model No Part No Serial No MMA Code CC Cap Sens Code input values = N, X, Q, M or PQty Unit of Measure Unit Acq Cost input values = 1 for Store Stock, Stock Status Code 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property Contr Prop input value = Y or blank Tag No Reimbursement Code Grantee Prop input value = Y or blank Contr/Grant No Exc/Sale input value = Y or blank **Unclaimed Prop** input value = Y or blank

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input format = MM/DD/YYYY

Date Found

Fair Mkt

Mat Inv input value = Y or blank

• Shelf Life Type

Exp Date

Ext Date

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

Retain input value = Y or N

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a  $\mathbf{Y}$  is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

PROP ITEM 1 1 2 3 3 4 5 5 6 5 6 5 6 5 6 5 6 5 6 5 6 5 6 5 6	<b>nn</b> on			
TECH 1 DESC 2 3 4 5 6	PROP	TTEM 1	<del> </del>	1
TECH	DESC			
TECH			<del></del>	-
TECH HEADERS  TECH DESC  3 4 5				
TECH 1 DESC 2 3 4 5			· · · · · · · · · · · · · · · · · · ·	6
TECH 1 DESC 2 3 4 5	TECH			
TECH				
DESC 2 3 4 5	IILADLING			
DESC 2 2 3 4 4 5 5				
DESC 2 3 4 5				
	DESC			
				`_
6				5
				6
				r24-
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24- HELP LOPF CNCL PGUP PGDN INSRT	1112	EI LOIT CNCL I GUI	1 GDN INSKI	

- Prop Desc
- Tech Headers
- Tech Desc

**NOTE:** The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).
- Appropriate data fields are populated and displayed by the system.
- If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's Name.
- IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA	ASA PROPERTY DI SPOSAL MANAGI NON-CONTROLLED PROPERTY			03/01/01 09: 59: 41	
ND4110MA / ND4110IA	A CA	ADD		NSXXX	
			_	NDAAA	
		cct No: 33			
	Turn- I n				
Initiators Name:	Ini	tiators Or	rg Code: _		
Initiators Phone: ( )		NSN: 70	021		
Item Name: TEST*******	********	*******	*******	k	
	Name:				
Model			8		
Serial				ode: X	
	ease Enter Appropriation Dat	a.		****	
COME INDITIONE II	case Enter Appropriation bat	α.			
Stock					
Rei mbu			_		
	F				
Exc/Sa	Enter 'C' to Cancel: _				
Mat In					
	<pre>Ind: _ Precious Metals Code:</pre>				
Item Desc: ITEM 1				More: _	
			RETAI N	(Y/N): N	
Navi gati on:					
Enter-PF13PF14PF15P	F16 PF17 PF18 PF19 PF20-	- PF21 PF2	22PF23	PF24	
HELP LOPF PREV	CNCL	CLEAR		EXI T	
		-			

- Appropriation Data
- Enter 'C' to Cancel input value = C or blank
- Press < ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the NON-CONTROLLED PROPERTY ADD (ND4110MA).

ND4110MA /		HH: MM: SS	
	A CA	XXXXX	
	Cust Acct No:	: 33001	
Local Ref N	o: Turn-In Doc No.	:	
Initi ators	Name: Initiators	s Org Code:	
		: 7021	
Item N	Y2K STATUS	*****	
Mfg's C		Mfg Year: 2001	
Model	Status Code: * 'Y' = Y2K Compliant	8	
Seri al	'N' = Not Y2K Compliant	Cap Sens Code: X	
CURR	'U' = Unknown Status	: 125*******	
Stock	Certifier's	:	
Rei mbur	Name:	:	
Exc/Sal		:	
Mat Inv		:	
Haz Mat Cod	e: Haz Mat Ind: Precious Metals Code: A Prin	nt. Pi ckup. Doc: Y	
		More:	
		RETAIN (Y/N): N	
Navigation:			
	- PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21-		
	LOPE PREV CNCL CLEAR		
III.I.I	LOTT THEY CHEE CLEAR	LALI	

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

A CA   MSXXX	NASA ND4110MB / ND4110PA	PROPERTY DI SPOSAL MANAGEMENT S ADD SCREEN 2	SYSTEM 03/01/01 10: 16: 12
Contact Person: XXXXXXXXXXXXX************************	WHITOM / INHITOTA		
Address: BLDG XXXX*********************************	Install Name: MARSHALL	SPACE FLIGHT CENTER*********	•
Property   Country:			XXX ) XXX - XXXX
Country:	Address: BLDG XXXX	****** Bl dg: X	XX***** Room:
Country:	Property	Fax: (	XXX ) XXX - XXXX
Country:	Location City: HUNTSVILL	E***** State: A	AL Zip: XXXXX
Report To: GSA   Region: 04   or DRMD   DDDAAC:			_
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1	Report To: GSA Region: 04 or	r DRMO DODAAC: Print	Doc (Y/N): N
DAYS	Narehouse Loc:	Warehoused Date:	
21_ Installation Screening: 03 01 2001 03 22 2001	DML Code: _ Foreign Prop:		
Screening         21_         NASA-Wide         Screening:         03         01         2001         03         22         2001           Timeframes         0_         Other         Federal         Screening:         03         23         2001         03         23         2001           Method         Install:         C NASA-Wide:         C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)         N=NEMS Only           ADDITIONAL COMPONENT ITEMS         (Y/N):         N         ECN:			
Ti meframes 0_ Other Federal Screening: 03 23 2001 03 23 2001 21_ Donation Screening: 03 24 2001 04 14 2001  Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only; ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:  Navigation:  Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24			
21_ Donati on Screening: 03 24 2001 04 14 2001  Method = Install: C NASA-Wi de: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only; ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:  Navi gati on:  Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24	Screening 21_ N	ASA-Wide Screening: 03 01 200	03 22 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only; ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO: Navigation: Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24	fimeframes 0_ Other	Federal Screening: 03 23 200	03 23 2001
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO: Navigation: Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24			
Navi gati on:			
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24			
	Vavi gati on:		<del> </del>
HELP LOPF PREV CNCL CLEAR EXIT			
	HELP LOPF PREV	CNCL CLEAD	R EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to

— GSA Region reporting GSA Region

— DRMO DODAAC input value = blank

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = N

ECN next case to be added, if any

Cust Acct No next case to be added, if any

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

**NOTE:** The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

**NOTE:** The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MB / ND4110PA ADD SCREEN 2 10: 16: 12 MSXXX A CA Install Name: MARSHALL SPACE FLIGHT CENTER\*\*\*\*\*\*\*\*\*\* Contact Person: XXXXXXXXXXXXXXXXX\*\*\*\*\*\*\*\*\*\*\*\* Phone: ( XXX ) XXX - XXXX Bl dg: XXXX\*\*\*\*\* Room Fax: ( XXX ) XXX - XXXX Property VILLE\*\*\*\*\*\*\*\*\* State: AL Zip: XXXXX \_ City: HUNTSVILLE\*\*\*\*\*\*\* Locati on ND4110MK If the property is located in the following areas: Maryland - Prince Georges and Montgomery Counties only Virginia - Prince William, Loudon, Fairfax, and Arlington Counties, and City of Alexandria The GSA Region should be 'W. GSA Region: \*\* Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---HELP LOPF PREV CNCL

#### **INPUT DATA**

- GSA Region
- Enter 'C' to Cancel input value = C or blank

**NOTE:** The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

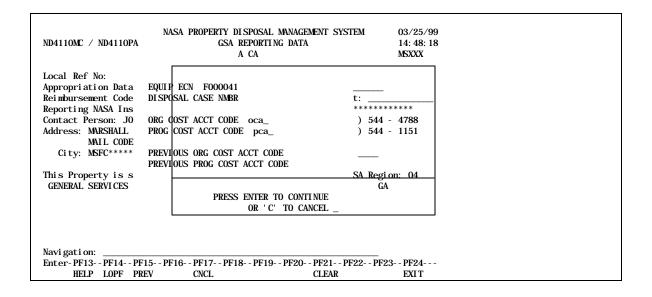
 Press <Enter>. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

ND4110MC / ND4110PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM GSA REPORTING DATA A CA	03/01/01 10: 28: 32 MSXXX
Reporting NASA Install Contact Person: XXXXXX	Exc/Sale: _ Unclaimed Prop: Fair Mkt: _ ation Name: MARSHALL SPACE FLIGHT CENTER***** XXXXXXXXX**************** Phone: ( XXX ) XX	******** XX - XXXX
MAIL CODE XXX City: MSFC******* This Property is sched	E FLIGHT CENTER** Fax: ( XXX ) XX  X	
Navi gati on:		
	PF16 PF17 PF18 PF19 PF20 PF21 PF22 I	- F23 PF24 EXI T

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit

checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.



#### **INPUT DATA**

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = C or blank
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

# 4.8.1.3 Controlled Component System Item Add with GSA Reporting

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add with GSA reporting function allows the user to add item data and modify extracted NEMS data.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

**NOTE:** If the property is Automated Data Processing Equipment (ADPE) Reportable, it must be added as the first component system item record.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active
  Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data
  from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match
  on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA)
  displays the extracted NEMS and Center default data, and places the cursor at the first input
  field.

	DISPOSAL MANAGEMENT SYSTEM CONTROLLED ITEM AI A I		
Prop Case No: 804101 5335C242 ITEM			
Local Ref No:			
Initiators Name:	Initiators	Org Code:	
Initiators Phone: ( ) Item Name: ************************************	NSN:	****	
Item Name: ************************************	**************	******	
Mfg's Code: Mfg's Name:		_ Mfg Year:	
Model No: Part	No:		
Serial No:MMA (	Code: CC: **	Cap Sens Code: X	
QTY: ***** UNIT OF MEASUR	RE: ** ACQ CO	OST: *********	
Enter-PF13PF14PF15PF16PF17PF	pp: Contr/Grant id: Fair ! E: EXT D is Metal's Code: A Print 8PF19PF20PF211	No:	
HELP LOPF PREV CNCL	CLEAR	EXIT	

#### **EXTRACTED FROM NEMS**

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name

		1001dai
•	Mfg's Code	
•	Mfg's Name	
•	Mfg Year	
•	Model No	
•	Part No	
•	Serial No	
•	Cap Sens Code	
•	Unit Acq Cost	
•	Tag No	
INP	UT DATA	
•	Local Ref No	
•	Turn-in Doc No	input value = your document number
•	Initiators Name	
•	Initiators Org Code	
•	Initiators Phone	
•	NSN	
•	Item Name	
•	Mfg's Code	input values = valid code, <b>ZZZZZ</b> or <b>XXXXX</b> . If using Z or X see corresponding entry for Mfg's Name.
•	Mfg's Name	input values = name with matching Mfg's Code, <b>UNKNOWN</b> with <b>ZZZZZZ</b> Mfg's Code, or <b>MFG CODE NOT ASSIGNED</b> with <b>XXXXX</b> Mfg's Code
•	Mfg Year	
•	Model No	
	5	

Part No

Serial No

MMA Code

CC

Unit Acq Cost

Stock Status Code input values = 1 for Store Stock, 2 for

 Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property

• Contr Prop input value = **Y** or **blank** 

• Tag No

• Reimbursement Code

• Grantee Prop input value = Y or blank

Contr/Grant No

• Exc/Sale input value = **Y** or **blank** 

• Unclaimed Prop input value = **Y** or **blank** 

• Date Found input format = MM/DD/YYYY

Fair Mkt

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

Retain input value = Y or N

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.
- If a 'Y' is entered in the retain field, certain data elements on the screen are saved and are displayed for the processing of the next case

The first line of the description contains the line of data from the previous screen and allows for modification.

1110MN	I TEM DESCRI PTI ON	
ROP	ITEM 1	1
SC		2 3
		3 4
		5
		6
ECH EADERS		
MULINO		
CH SC	-	0
SC		
		~
		6
DE	10 DE14 DE15 DE16 DE17 DE10 DE10 DE00 DE01 DE00 DE02	DE0.4
	13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23- LP LOPF	- PF24
1112	LI LOIT CACE I GOI I GDA I INSKI	

## **INPUT DATA**

- Prop Desc
- Tech Headers
- Tech Desc

**NOTE:** The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

If FSC Code equals 65 (medical) or 70 (FSG), NPDMS then prompts for Y2K status and certifier's name.

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ND4110MA / ND4110PA COMPONENT SYSTEM CONTROLLED ITEM ADD	10: 54: 11
A I  Duan Casa No. 904101 5225C242	MSXXX
Prop Case No: 804101 5335C242	
Initiators Name: Initiators Org Code	•
Initiators Phone: () - NSN: 7021  Item Name: TEST***********************************	
Mfg's Code: Mfg's Name: Mfg Mbdel	Year:
Serial NI4110MI Please Enter Appropriation Data:	ode: X ****
Stock	
Rei mbu	
Exc/Sa Enter 'C' to Cancel: _	
Mat In Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup	Dage V
Item Desc: TEST	
	N (Y/N): N
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF2	3PF24
HELP LOPF PREV CNCL CLEAR	EXIT

## **INPUT DATA**

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

NASA	PROPERTY DISPOSAL MANAGEMENT SYSTEM	MM/DD/YY
ND4110MA / ND4110PA	CONTROLLED PROPERTY ADD	HH:MM:SS
	A CA	XXXXX
	Cust Acct No: 020	)22 ECN: G000101
Local Ref No:	Turn-In Doc No:	
Initiators Name:	Initiators Org	g Code: EP83_
<pre>Initiators Phone:( )</pre>	STD: ( ) NSN: 702	21
Item N	Y2K STATUS *	*****
Mfg's C		Mfg Year: 2001
Model Status Code: y	'Y' = Y2K Compliant	
Serial	'N' = Not Y2K Compliant	Cap Sens Code: X
CURR	'U' = Unknown Status	: 1522.00*****
Stock Certifier's	:	:
Reimbur Name:		:
Exc/Sal	:	:
Haz Mat Code: Haz Mat Ind	: _ Precious Metals Code: A Print Pi	ickup Doc: Y
Item Desc:		More: _
		RETAIN (Y/N): N
Navigation:		
Enter-PF13PF14PF15PF16	PF17PF18PF19PF20PF21PF22	2PF23PF24
HELP LOPF PREV	CNCL CLEAR	EXIT

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED ITEM ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM	03/01/01
ND4110MB / ND4110PA COMPONENT SYSTEM ITEM ADD SCREEN 2	11: 47: 06
	MSXXX
Prop Case No: 804101 5335C242 ITEM ID: 03	
Install Name: MARSHALL SPACE FLIGHT CENTER*********	
Contact Person: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX - XXXX
Address: BLDG XXXX1*********************************	** Room
Property Location City: HUNTSVILLE******** Fax: ( XXX ) X State: AL Zip:	XX - XXXX
Location City: HUNTSVILLE******* State: AL Zip:	XXXXX
Country:	
Report To: GSA Region: 04 or DRMD DODAAC: Print Doc (Y	/N): N
Warehouse Loc: Warehoused Date:	
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1	Artifact: _
DAYS Begin Dates E	nd Dates
21_ Installation Screening: 03 01 2001 0	3 22 2001
Screening 21_ NASA-Wide Screening: 03 01 2001 0	3 22 2001
Timeframes 0_ Other Federal Screening: 03 23 2001 0	3 23 2001
21_ Donati on Screening: 03 24 2001 0	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local,	
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT N	0:
Navi gati on:	_
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22	
HELP LOPF PREV CNCL CLEAR	EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to

— GSA Region input value = reporting GSA Region

— DRMO DODAAC input value = blank

Print Doc input values = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclam Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

**NOTE:** If you want to add more component items, enter Y

ECN next case to be added, if any

- Cust Acct No next case to be added, if any
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

**NOTE:** The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

**NOTE:** The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MB / ND4110PA COMPONENT SYSTEM ITEM ADD SCREEN 2 10: 16: 12 MSXXX Prop Case No: Item Id: Contact Person: XXXXXXXXXXXXXXX\*\*\*\*\*\*\*\*\*\*\*\*\*\* Phone: ( XXX ) XXX - XXXX Fax: ( XXX ) XXX - XXXX Property City: HUNTSVILLE\*\*\*\*\*\*\* Locati on ND4110MK If the property is located in the following areas: Maryland - Prince Georges and Montgomery Counties only Virginia - Prince William, Loudon, Fairfax, and Arlington Counties, and City of Alexandria The GSA Region should be 'W. GSA Region: \*\* Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---HELP LOPF PREV CNCL

#### **INPUT DATA**

- GSA Region
- Enter 'C' to Cancel input value = **C** or **blank**

**NOTE:** The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to  $\bf W$  by typing over the displayed GSA Region value. If the user enters  $\bf C$  to cancel, the GSA Region value remains the same.

- Press <Enter>. Depending on the previous data entries, NPDMS displays one of the following screens:
- If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you enter C to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).
- After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM	03/01/01
ND4110MC / ND4110PA	GSA REPORTING DATA	11: 51: 52
	ΑΙ	MSXXX
Prop Case No: 804101 533	35C242	
Local Ref No:	Turn-In Doc No:	
Appropriation Data: XXX		
	Exc/Sale: _ Unclaimed Prop: Fair Mkt:	•
	tion Name: MARSHALL SPACE FLIGHT CENTER*****	
	XXXXXXX***************** Phone: ( XXX ) XXX	
	FLIGHT CENTER** Fax: (XXX) XXX	
MAIL CODE XXXX		
	***** State: AL Zip: 35812	
erey. Mere	22p. 00012	
This Property is schedul	led to be reported on 11 11 1995 to GSA Reg	ion: 04
GENERAL SERVICES ADMIN		A
umillum blavitelb ibiliii		•
Navi gati on:		
	- PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF	'93 PF24
HELP LOPF	1110 1117 1110 1110 1120 1121 1122 11	20 1124
III.II LOI I		

- Appropriation Data
- Reimbursement Code

Exc/Sale input value = Y or blank

Fair Mkt

Reporting NASA Installation Name input value = your center name

Contact Person

Phone

Address (line 1)

Fax

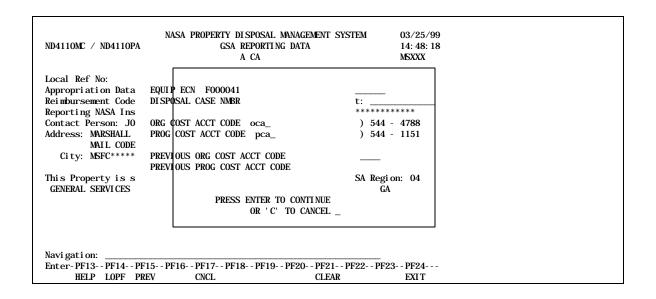
Address (line 2)

City

State

Zip

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
the cursor placed at the first field in error. After the corrected data has been entered, press
<Enter>. The system continues to validate each data field until all data passes the edit
checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for
IFM data is displayed.



### **INPUT DATA**

Org Cost Acct Code

- Prog Cost Acct Code
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

 After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system

D4110ME / ND4110 Prop Case No: 804	A I	MANAGEMENT SYSTEM OPERTY CASE ADD	03/01/01 11: 56: 11 MSXXX
	Precious Metals Ind:		
DML Code:	Artifact:	Total Acq Cost:	3258. 00
Da	ys	Begin Dates	End Dates
	ys 1_ Installation Screening:		
Screening 2	1_ NASA-Wide Screening:	10 20 1995	11 10 1995
	Other Federal Screening		
	Donation Screening	: 11 12 1995	12 03 1995
Method = Install:	C NASA-Wide: C (C=NPDMS Catal		
	· ·	<i>O</i> , , , , , , , , , , , , , , , , , , ,	3,
			_
	- PF15 PF16 PF17 PF18 PF19-		PF23PF24
	PREV	CLEAR	

# **INPUT DATA**

Component System Name

•	FSC Code	input value = component system level
		FSC

• CC input value = component system level CC

- Screening Timeframes
- Days
- Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

**NOTE:** The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

**NOTE:** The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
  the cursor placed at the first field in error. After the corrected data has been entered, press
  <Enter>. The system continues to validate each data field until all data passes the edit
  checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

# 4.8.1.4 Non-Controlled Component System Item Add with GSA Reporting

This process allows the user to enter Non-Controlled Component System Item Add With GSA Reporting data.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

• From the Transaction Menu (ND5000MA), type 1 at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

	NASA PROPERTY DI SPOSAL	L MANAGEMENT SYS	STEM	03/01/01	
ND4110MA / ND4110PA	COMPONENT SYSTEM NON-	CONTROLLED ITEM	ADD	12: 07: 41	
	A CA			MSXXX	
		Cust Acct No:			
Local Ref No:					
Initiators Name:		Ini ti ators	Org Code:		
Initiators Phone: ( Item Name: *********	)	NSN:	****		
Mfg's Code: Mfg's	s Name:		_ MFg Y	ear:	
Model No:	Part No: _				
Serial No:	MMA Code:	_ CC: **	Cap Sen	s Code: X	
CURK QIY: *****	UNIT OF MEASURE: **	UNII ACQ C	081: *****	****	
Stock Status Code: 5	Contr. Prop	Tog	No		
Stock Status Code: 5 Reimbursement Code: _	Crantoo Prop	Contr/Crant	No:	· · · · · · · · · · · · · · · · · · ·	
Exc/Sale: _ Unclaimed P	ron: Date Found:	Fair	Mkt:		
Mat Inv: SHELF LIFE T					
Haz Mat Code: Haz Ma					
Item Desc:					
				(Y/N): N	
Navi gati on:					
Enter-PF13PF14PF15-				PF24	
HELP LOPF PREV	CNCL	CLEAR		EXIT	

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- or XXXXX. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = blank, name with matching Mfg's Code, UNKNOWN with ZZZZZZ Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's Code
- Mfg Year
- Model No
- Part No

•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = N, X, Q, M or P
•	Qty	
•	Unit of Measure	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Mat Inv	input value = Y or blank
•	Shelf Life Type	
•	Exp Date	
•	Ext Date	
•	Haz Mat Code	
•	Haz Mat Ind	
•	Precious Metals Code	

input value =  $\mathbf{Y}$  or  $\mathbf{N}$ 

Print Pickup Doc

Item Desc

More input value = Y or blank

Retain input value = Y or N

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a **Y** is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MA / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMENT COMPONENT SYSTEM NON-CONTROLLED IT A CA	EM ADD	03/01/01 12: 21: 52 MSXXX	
I 1 D - C N				
	Turn-In Doc 1			
	Initiato			
Initiators Phone: (	_ ) NS	N: 7025		
Item Name: DISPLAY***	************	******	***	
Mfg's Code: Mfg	g's Name:	Mfg	Year:	
Model	,	_		
Serial			ode: X	
	Please Enter Appropriation Data:		*****	
COLIN NOTITION	Trease Enter Appropriation bata.			
Stock				
Rei mbu				
Exc/Sa	Enter 'C' to Cancel: _			
Mat In			_	
Haz Mat Code: Haz M	Nat Ind: _ Precious Metals Code: A Pr	int Pickup	Doc: Y	
Item Desc: DISPLAY			More: _	
			N (Y/N): N	
Navigation:				
	6 PF16 PF17 PF18 PF19 PF20 PF2		3PF24	
HELP LOPE PREV			EXIT	
HELF LUFF PREV	CNCL CLE	ĸ	TAI I	

### **INPUT DATA**

- Prop Desc
- Tech Headers
- Tech Desc

**NOTE:** The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down.

The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

- Appropriation Data
- Enter 'C' to Cancel input value = C or blank
- Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYS	STEM MM/DD/YY
ND4110MA / ND4110PA NON-CONTROLLED PROPERTY ADD	HH:MM:SS
A CA	XXXXX
Cust Acct No:	33001
Local Ref No: Turn-In Doc No:	
Initiators Name: Initiators	Org Code:
Initiators Phone: ( )N\$N:	7021
Item N Y2K STATUS	* * * * * * * *
Mfg's C	Mfg Year: 2001
Model Status Code: * 'Y' = Y2K Compliant	
Serial 'N' = Not Y2K Compliant	Cap Sens Code: X
CURR 'U' = Unknown Status	: 125*******
Stock Certifier's	:
Reimbur Name:	:
Exc/Sal	:
Mat Inv	:
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print	Pickup Doc: Y
Item Desc:	More: _
	RETAIN (Y/N): N
Navigation:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21F	PF22PF23PF24
HELP LOPF PREV CNCL CLEAR	EXIT

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA COMPONENT SYSTEM ITEM ADD SCREEN 2 1	03/01/01 .2: 23: 35 JSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER********	
Contact Person: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX
Address: BLDG XXXX*************************** Bl dg: XXXX****** Roon	n:
Property Location City: HUNTSVILLE********  Fax: ( XXX ) XXX - X State: AL Zip: XXXXXX	
Location City: HUNTSVILLE******* State: AL Zip: XXXXX	
Country:	
Report To: GSA Region: 04 or DRMD DODAAC: Print Doc (Y/N): N	I
Warehouse Loc: Warehoused Date:	
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1 Artif	
DAYS Begin Dates End Dat	es
21_ Installation Screening: 03 01 2001 03 22 2	2001
Screening         21_         NASA-Wide Screening:         03 01 2001         03 22 2           Timeframes         0_         0ther Federal Screening:         03 23 2001         03 23 2	2001
Timeframes 0_ Other Federal Screening: 03 23 2001 03 23 2	2001
21_ Donati on Screening: 03 24 2001 04 14 2	2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEM	/S Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:	
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23	PF24
HELP LOPF PREV CNCL CLEAR	EXIT

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
  - GSA Region input value = reporting GSA Region
  - DRMO DODAAC input value = blank

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

**NOTE:** If you want to add more component items, enter Y

ECN next case to be added, if any

Cust Acct No
 next case to be added, if any

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

**NOTE:** The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

**NOTE:** The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

	NASA PROPERTY DI SPOSAL MAN	AGEMENT SYSTEM	03/01/01
ND4110MB / ND4110PA	COMPONENT SYSTEM I TEM A	DD SCREEN 2	10: 16: 12 MSXXX
Prop Case No:	Item Id:		
	MARSHALL SPACE FLIGHT CENTER***	*****	
Contact Person:	XXXXXXXXXXXXXX*************	Phone: ( XXX ) XXX -	XXXX
Address:	BLDG XXXX**************	Bldg: XXXX***** Ro	om
Property		Fax: ( XXX ) XXX -	XXXX
Location City:	HUNTSVI LLE***********************************	State: AL Zip: XXXX	X
***********	*********	*******	**
ND4110M	K		
If the property i	s located in the following area	s:	
Maryland - Pri	nce Georges and Montgomery Coun	ties only	
	nce William, Loudon, Fairfax, a		
	ington Counties, and City of Al		
The GSA Region sh	ould be 'W. GSA Regio	n: **	
	Enter 'C' To Cancel:		
	**************************************	*******	***
Navi gati on:			
	PF15 PF16 PF17 PF18 PF19 PF	20 PF21 PF22 PF23	PF24
HELP LOPF P		CLEAR	EXIT
man borr r	NET CHOE	CLILI IIV	TAN I
1			

- GSA Region
- Enter 'C' to Cancel input value = **C** or **blank**

**NOTE:** The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to  $\bf W$  by typing over the displayed GSA Region value. If the user enters  $\bf C$  to cancel, the GSA Region value remains the same.

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:
- If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you enter C to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).
- After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

ND4110MC / ND4110PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM GSA REPORTING DATA A CA	03/01/01 12: 26: 34 MSXXX
Local Ref No:	Turn-In Doc No:	
Appropriation Data: TEST		
	Exc/Sale: _ Unclaimed Prop: Fair Mkt:	
	ion Name: MARSHALL SPACE FLIGHT CENTER*** XXXXXXXX**************************	
	FLIGHT CENTER** Fax: ( XXX )	
City: MSFC********	***** State: AL Zip: XXXXX	
This Property is schedul GENERAL SERVICES ADMINI	ed to be reported on 03 23 2001 to GSA STRATION ATLANTA	Regi on: 04 GA
Navigation: Enter-PF13PF14PF15 HELP LOPF PREV	PF16 PF17 PF18 PF19 PF20 PF21 PF22- CNCL CLEAR	

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = Y or blank
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
  the cursor placed at the first field in error. After the corrected data has been entered, press
  <Enter>. The system continues to validate each data field until all data passes the edit
  checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for
  IFM data is displayed.

ID4110MC / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMEN GSA REPORTING DATA A CA	T SYSTEM 03/25/99 14: 48: 18 MSWCH
ocal Ref No:		
ppropriation Data	EQUIP ECN F000041	
eimbursement Code	DI SPOSAL CASE NMBR	t:
Reporting NASA Ins		******
Contact Person: J0	ORG COST ACCT CODE oca_	) 544 - 4788
ddress: MARSHALL MAIL CODE	PROG COST ACCT CODE pca_	) 544 - 1151
City: MSFC****	PREVIOUS ORG COST ACCT CODE	
·	PREVIOUS PROG COST ACCT CODE	
his Property is s		SA Region: 04
GENERAL SERVICES		GA
	PRESS ENTER TO CONTINU	E
	OR 'C' TO CANCE	IL _
ari gaerom		<del></del>
	'15 PF16 PF17 PF18 PF19 PF20 PI	
HELP LOPF PR	EV CNCL CI	EAR EXIT

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel

input value = C or blank

- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110ME / ND4110PA COMPONENT SYSTEM PROPERTY CASE ADD 11: 56: 11 MSXXX A T Prop Case No: 804101 5335C242 Haz Mat Ind: Precious Metals Ind: Total Number of Components: 3 DML Code: Artifact: Total Acq Cost: 3258.00 Component System Information -Days Begin Dates End Dates 21\_ Installation Screening: 10 20 1995 11 10 1995 NASA-Wi de Screeni ng: Screeni ng 21\_ 10 20 1995 11 10 1995 0\_\_ Other Federal Screening: 11 11 1995 11 11 1995 Timeframes 21\_ Donation Screening: 11 12 1995 12 03 1995

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only) Navi gati on: Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---HELP LOPF PREV CLEAR

#### **INPUT DATA**

Component System Name

FSC Code input value = component system level

FSC

• CC input value = component system level

CC

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

**NOTE:** The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

**NOTE:** The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
  the cursor placed at the first field in error. After the corrected data has been entered, press
  <Enter>. The system continues to validate each data field until all data passes the edit
  checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

## 4.8.1.5 Controlled Add With DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Controlled Add With DRMO Transfer function allows the user to add single case data and modify extracted NEMS data.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, enter the ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active
  Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data
  from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match
  on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA)
  displays the extracted NEMS and Center default data, and places the cursor at the first input
  field.

iu.				
	NASA PROPERTY DI SPOSAL MANAGEM	ENT SYSTEM	03/01/01	
ND4110MA / ND4110PA	CONTROLLED PROPERTY ADI	D	14: 16: 32	
	A CA		MSXXX	
	Cust Acc	ct No: 15020 ECN:	G080119	
Local Ref No:	Turn-In Do	oc No:		
	Ini ti			
Initiators Phone: (	) - STD: ( )	NSN: 5975		
Item Name: RACK, ELEC	TRI CAL EQUI PMENT***********	********	**	
	's Name: ZERO CORP ZERO SOUTH DI			
Model		-		
Seri al			ode: Q	
CURR ND4110MI	Please Enter Appropriation Data:	•	****	
Stock				
Rei mbu			<del></del>	
Exc/Sa	Enter 'C' to Cancel: _			
	at Ind: _ Precious Metals Code: A			
Item Desc:			_ More: _	
			(Y/N): N	
	PF16 PF17 PF18 PF19 PF20 I			
HELP LOPF PREV	CNCL	CLEAR	EXIT	

#### **EXTRACTED FROM NEMS**

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name

- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

- Local Ref No
- Turn-in Doc No

input value = your document number

- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code

input values = valid code, **ZZZZZ** or If using Z or X see

corresponding entry for Mfg's Name.

Mfg's Name

input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code

- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Unit Acq Cost

Stock Status Code input values = 1 for Store Stock, 2 for
Program Stock, 3 for Stand-By-Stock, 4 for
Capitalized Equipment, 5 for all

other property

• Contr Prop input value = Y or blank

Tag No

Reimbursement Code

Grantee Prop input value = Y or blank

Contr/Grant No

Exc/Sale input value = Y or blank

Unclaimed Prop input value = Y or blank

• Date Found input format = MM/DD/YYYY

Fair Mkt

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

• More input value = **Y** or **blank** 

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, NPDMS displays a pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

<b>nn</b> on		
PROP	ITEM 1	1 2
DESC		2
		4
		5
		6
TECH		
TECH HEADERS		
IILADLING		
TECH DESC		0
DESC		2
		5
		6
	13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21-	
HE	LP LOPF CNCL PGUP PGDN	INSRT

- Prop Desc
- Tech Headers
- Tech Desc

**NOTE:** The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

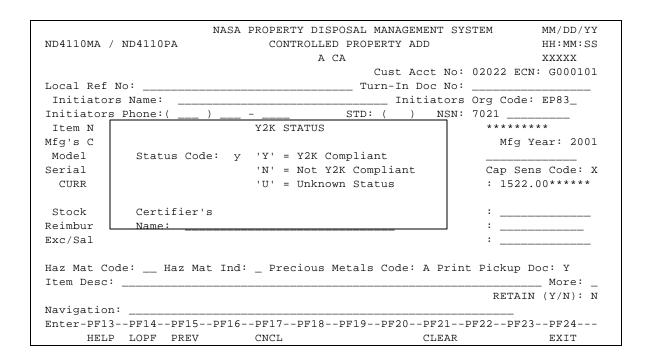
IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTE	M 03/01/01	
ND4110MA / ND4110PA		14: 24: 27	
ND4110WA / ND4110FA	A CA	MSXXX	
	Cust Acct No: 15		
Local Pof No:	Turn-In Doc No:		
	Initiators Or		
Initiators Phone: (	STD: ( ) NSN: 59	75	
Item Name: RACK FLFC	TRI CAL EQUI PMENT************************************	******	
Mfg's Code: 23481 Mfg	g's Name: ZERO CORP ZERO SOUTH DIV	Mfg Year: XXXX	
Model	s s states and a second pro-	and real inner	
Serial		ode: 0	
	Please Enter Appropriation Data:	****	
	rr r		
Stock			
Rei mbu			
Exc/Sa	Enter 'C' to Cancel: _		
Haz Mat Code: Haz N	Nat Ind: _ Precious Metals Code: A Print P	ickup Doc: Y	
Item Desc:		More: _	
		RETAIN (Y/N): N	
	6 PF16 PF17 PF18 PF19 PF20 PF21 PF2		
HELP LOPF PREV	/ CNCL CLEAR	EXI T	

- Appropriation Data
- Enter 'C' to Cancel

input value = C or blank

• Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the CONTROLLED PROPERTY ADD (ND4110MA).



• Status Code Input value = Y, N, or U

Certifier's Name

• Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA ADD SCREEN 2 A CA  Install Name: MARSHALL SPACE FLIGHT CENTER***********************************	14: 26: 24 MSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER*********	
	X - YYYY
Contact Person: XXXXXXXXXXXXXXXX************ Phone: ( XXX ) XX	Y - YYYY
CONTRACT I CLOOK, MANAGEMENTAL THORE, ( AAA ) AA	1 AVVI
Address: BLDG XXXX*********************************	Room: XXXXX
Property Fax: (XXX) XX	X - XXXX
Property Location City: HUNTSVILLE********  Fax: ( XXX ) XX State: AL Zip: X	XXXX
Country:	
Report To: GSA Region: 04 or DRMO DODAAC: Print Doc (Y/	N): N
Warehouse Loc: Warehoused Date:	
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1	Artifact: _
DAYS Begin Dates En	d Dates
21_ Installation Screening: 03 01 2001 03	
Screening 21_ NASA-Wide Screening: 03 01 2001 03	22 2001
Timeframes 21_ Other Federal Screening: 03 23 2001 04	13 2001
21_ Donation Screening: 04 14 2001 05	05 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, 1	N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO	
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22P	F23 PF24
HELP LOPF PREV	

# **INPUT DATA**

• Install Name input value = your center name

Contact Person

Phone

Address (line 1)

• Bldg

Room

Address (line 2)

Fax

• City

State

Zip

Country

Report to:

— GSA Region input value = blank

DRMO DODAAC transferring DRMO DODAAC

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

• Foreign Prop input value = **Y** or **blank** 

Reclam Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = N

ECN input value = next case to be added, if

any

Cust Acct No input value = next case to be added, if

any

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

**NOTE:** The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

**NOTE:** The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

NPDMS displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MD / ND4110PA DRMO DATA 14: 32: 18 MSYYY Local Ref No: Turn-In Doc No: Appropriation Data: Unclaimed Prop: Reimbursement Code: Exc/Sal e: to DoDAAC: This property is scheduled to be reported on Ship from Fedstrip ACC: Supplementary Address:  ${\tt Document\ Identifier\ Code:\ TID\ ADPE\ Identification:\ \_\ Physical\ Security:\ *}$ Disposal Authority Code: \* Mark For: Additional Data Code: Shipping: \_\_ DRMO Receiving: Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

#### **INPUT DATA**

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M or R

• Mark For input value = **HM** or **HW** 

Additional Data Code

Shipping

DRMO Receiving

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

### 4.8.1.6 Non-Controlled Add with DRMO Transfer

This process allows the user to enter single case Non-Controlled Add With DRMO Transfer data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

• From the TRANSACTION MENU (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

ND4110MA / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM NON-CONTROLLED PROPERTY ADD A CA Cust Acct No: 16230 ECN	14: 37: 03 MSXXX
Local Pof No.	Turn-In Doc No:	
Initiators Name:	Initiators Org Code:	XXXX_
Initiators Phone: (	) STD: ( ) NSN: 6530	
	, MOTORIZED CART********************	
	's Name: EVEREST AND JENNINGS INC Mfg Ye	ear: 1988
Model No: MOBIE-L-B	Part No:	
Serial No: 2869171	MA Code: CC: ** Cap Sen	s Code: Q
CURR QTY: 1****	UNIT OF MEASURE: EA UNIT ACQ COST: 1157.	00*****
Exc/Sale: _ Unclaimed l  Haz Mat Code: _ Haz Mat Item Desc:  Navigation:	PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23	oc: Y More: _ (Y/N): N

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN

		10010
•	Item Name	
•	Mfg's Code	input values = blank, valid code, <b>ZZZZZ</b> or <b>XXXXX</b> . If using Z or X see corresponding entry for Mfg's Name.
•	Mfg's Name	input values = blank, name with matching Mfg's Code, <b>UNKNOWN</b> with <b>ZZZZZZZ</b> Mfg's Code, or <b>MFG CODE NOT ASSIGNED</b> with <b>XXXXX</b> Mfg's Code
•	Mfg Year	
•	Model No	
•	Part No	
•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = $N$ , $X$ , $Q$ , $M$ or $P$
•	Qty	
•	Unit of Measure	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank

Date Found

input format = MM/DD/YYYY

Fair Mkt

Mat Inv input value = Y or blank

• Shelf Life Type

Exp Date

Ext Date

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

• More input value = Y or blank

• Retain input value = **Y** or **N** (Default = N)

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN	I TEM DESCRI PTI ON	
PROP DESC	ITEM 1	1 2
DESC		3
		4 5
		6
TECH HEADERS		
TECH		
DESC		0
		C
Enton DE	3 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 I	
	P LOPF CNCL PGUP PGDN INSRT	1124

## **INPUT DATA**

- Prop Desc
- Tech Headers
- Tech Desc

**NOTE:** The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA	A CA	TEM 03/01/01 14: 45: 56 MSXXX 16230 ECN: G080140
Local Ref No:	Turn-In Doc No:	
	Initiators (	
Initiators Phone: (	STD: ( ) NSN: (	6530
Item Name: WHFFI CHAIL	R, MOTORIZED CART************************************	******
	g's Name: EVEREST AND JENNINGS INC	
Seri al		ode: Q
CURR ND4110MI	Please Enter Appropriation Data:	****
Stock Rei mbu		- <u>-</u>
Exc/Sa	Enter 'C' to Cancel: _	
Item Desc:	Wat Ind: _ Precious Metals Code: A Print	
		<del></del>
	5 PF16 PF17 PF18 PF19 PF20 PF21 PI	
HELP LOPF PREV	/ CNCL CLEAR	EXIT

- Additional Item Description.
- Enter 'C' to Cancel input value = **C** or **blank**
- Press < ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA 1	PROPERTY DISPOSAL MANAGEMENT	SYSTEM	MM/DD/YY
ND4110MA / ND4110PA	NON-CONTROLLED PROPERTY ADI	)	HH:MM:SS
	A CA		XXXXX
	Cust Acct	No: 33001	
Local Ref No:	Turn-In Doc	No:	
Initiators Name:	Initiat	ors Org Code:	
Initiators Phone:( )		ISN: 7021	
Item N	Y2K STATUS	*****	* *
Mfg's C		Mfg Y	ear: 2001
Model Status Code: *	'Y' = Y2K Compliant		
Serial	'N' = Not Y2K Compliant	Cap Sen	s Code: X
CURR	'U' = Unknown Status	: 125**	*****
Stock Certifier's		:	
Reimbur Name:		·	
Exc/Sal		:	
Mat Inv		:	
Haz Mat Code: Haz Mat Ind:	_ Precious Metals Code: A H	rint Pickup D	oc: Y
Item Desc:			_ More: _
		RETAIN	(Y/N): N
Navigation:			
Enter-PF13PF14PF15PF16			PF24
HELP LOPF PREV	CNCL	AR	EXIT

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA ND4110MB / ND4110PA	PROPERTY DI SPOSAL MANAGEMEN ADD SCREEN 2 A CA	T SYSTEM 03/01/01 14: 49: 46 MSXXX
Install Name: MARSHALL	SPACE FLIGHT CENTER*******	***
	XXXX************ Phone:	
	****** Bl dg:	
Property	Fax:	: ( XXX ) XXX - XXXX
Property Location City: HUNTSVILL	E****** State:	: AL Zi p: XXXXX
Country:		
Report To: GSA Region: 04 o	r DRMO DODAAC: Pri	int Doc (Y/N): N
Warehouse Loc:	Warehoused Date:	<del></del>
DML Code: _ Foreign Prop	: _ Reclam Code: _	CC: A1 Artifact: _
DAYS		ates End Dates
	allation Screening: 03 01 20	
	ASA-Wide Screening: 03 01 20	
	Federal Screening: 03 23 20	
	Donation Screening: 04 14 20	
	e: C (C=NPDMS Catalog, F=Fax,	
ADDITIONAL COMPONENT ITEMS (	Y/N): N ECN: C	UST ACCT NO:
Navi gati on:		
Enter-PF13PF14PF15PF16	PF17 PF18 PF19 PF20 PF	21PF22PF23PF24
HELP LOPF PREV	CNCL CL	EAR EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:

— GSA Region input value = blank

DRMO DODAAC input value = transferring DRMO DODAAC

Print Doc input value = Y or N

Warehouse Loc

• Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

ECN input value = next case to be added, if

any

Cust Acct No input value = next case to be added, if

any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
the cursor placed at the first field in error. After the corrected data has been entered, press
<Enter>. The system continues to validate each data field until all data passes the edit
checks.

**NOTE:** The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

**NOTE:** The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA	NASA PROPERTY DISPOSAL MANAGI DRMO DATA	EMENT SYSTEM	03/01/01 14: 32: 18 MSXXX	
Local Ref No:	Turn- I n	Doc No:		
Appropriation Data: Reimbursement Code:	Exc/Sale: Unclaimed Prop:	Fair Mkt:		
This property is sche	duled to be reported on	to DoDAAC:		
Ship from Fedstrip ACC: Supplementary Address:				
Disposal Authority Co Additional Data Code: Navigation:	ode: TID ADPE I dentification: _ de: * Mark For: Shipping: DRMD Receivin	ng:	·	

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0,

or  ${\bf blank}$ 

• Physical Security input values = A - Z, 1 - 9

• Disposal Authority Code input values = N, M, or R

• Mark For input value = **HM** or **HW** 

- Additional Data Code
  - Shipping
  - DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
  the cursor placed at the first field in error. After the corrected data has been entered, press
  <Enter>. The system continues to validate each data field until all data passes the edit
  checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

# 4.8.1.7 Controlled Component System Item Add with DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add With DRMO Transfer function allows the user to add item data and modify extracted NEMS data.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, enter the ECN and optionally the Cust Acct No to access the COMPONENT SYSTEM CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active
  Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data
  from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match
  on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA)
  displays the extracted NEMS and Center default data, and places the cursor at the first input
  field.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MA / ND4110PA COMPONENT SYSTEM CONTROLLED I TEM ADD 15: 09: 16 A CA MSXXX
Prop Case No: Item ID Cust Acct No: 33001 ECN:
Local Ref No: Turn-In Doc No:
Initiators Name: Initiators Org Code:
Initiators Phone: ( ) - NSN: ****
Initiators Phone: ( ) NSN: **** Item Name: ************************************
Mfg's Code: Mfg's Name: Mfg Year:
Model No: Part No:
Serial No: MMA Code: CC: ** Cap Sens Code: X
CURR QTY: ***** UNIT OF MEASURE: ** UNIT ACQ COST: **********
Stock Status Code: 5

#### **EXTRACTED FROM NEMS**

- ECN
- Initiators Org Code
- Std

- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

- Local Ref No
- Turn-in Doc No
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- ū
- Mfg Year
- Model No
- Part No

input value = your document number

input values = valid code, **ZZZZZ** or

**XXXXX**. If using Z or X see corresponding entry

for Mfg's Name.

input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** 

Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's Code

	al No

MMA Code

CC

Unit Acq Cost

Stock Status Code input values = 1 for Store Stock, 2 for

Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property

• Contr Prop input value = **Y** or **blank** 

Tag No

Reimbursement Code

Grantee Prop input value = Y or blank

Contr/Grant No

• Exc/Sale input value = **Y** or **blank** 

Unclaimed Prop input value = Y or blank

• Date Found input format = MM/DD/YYYY

Fair Mkt

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
the cursor placed at the first field in error. After the corrected data has been entered, press
<Enter>. The system continues to validate each data field until all data passes the edit
checks.

If a 'Y' is entered in the More field, NPDMS displays pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

4110MN		I TEM DESCRI P	11 UN		
ROP	ITEM 1				1
ESC					2 3
					4
				·····	5 6
					O
ECH EADERS					
ADEKS					<del></del>
					<del></del>
ЕСН					1
SC					0
					4 5
					C
ntor-PF	13 PF14 PF1	5 PF16 PF17 PF	18 PF19 PF20 1	PF21 PF22 PF23	R PF24
	LP LOPF		PGUP PGDN	INSRT	, 1124

#### **INPUT DATA**

- Prop Desc
- Tech Headers
- Tech Desc

**NOTE**: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM CONTROLLED ITEM ADD A CA	03/01/01 12: 20: 05 MSXXX
	Cust Acct No: 33001	
	Turn-In Doc No:	
Initiators Name:	Initiators Org Co	de:
Initiators Phone: (	) NSN: 7021_ ************************************	<del></del>
Mfg's Code: Mfg' Model	's Name: Mf	g Year:
Seri al		ode: X
CURR ND4110MI	Please Enter Appropriation Data:	****
Stock		
Reimbu		<del></del>
Exc/Sa	Enter 'C' to Cancel: _	
Mat. In	Effect C to cancer.	
	at Ind: _ Precious Metals Code: A Print Picku	n Doc: Y
		AIN (Y/N): N
Navi gati on:		(,
	PF16 PF17 PF18 PF19 PF20 PF21 PF22 P	F23 PF24
HELP LOPF PREV	CNCL CLEAR	EXIT

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA
Contact Person:
Address: BLDG XXXX*********************************
Property   Fax: ( XXX ) XXX - XXXX   Location   City:
Country:
Country:
Country:
Report To: GSA Region: 04 or Warehouse Loc:       DRMD DODAAC:       Print Doc (Y/N): N         Warehouse Loc:       Warehoused Date:          DML Code:       Foreign Prop:       Reclam Code:       CC: A1 Artifact:         DAYS       Begin Dates       End Dates
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1 Artifact: _ DAYS Begin Dates End Dates
DAYS Begin Dates End Dates
21 Installation Screening: 03 01 2001 03 22 2001
Screening 21_ NASA-Wide Screening: 03 01 2001 03 22 2001
Timeframes 0_ Other Federal Screening: 03 23 2001 03 23 2001
21_ Donati on Screening: 03 24 2001 04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:
Navi gati on:
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24PF19PF20PF21PF22PF23PF24
HELP LOPF PREV CNCL CLEAR EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:

— GSA Region input value = blank

DRMO DODAAC input value = transferring DRMO DODAAC

Print Doc input values = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclam Code input values = Y, R, or N

• CC

• Artifact input value = **Y** or **blank** 

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

**NOTE:** If you want to add more component items, enter Y

ECN input value = next case to be

added, if any

Cust Acct No input value = next case to be

added, if any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
the cursor placed at the first field in error. After the corrected data has been entered, press
<Enter>. The system continues to validate each data field until all data passes the edit
checks.

**NOTE:** The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

**NOTE:** The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:
- If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.

If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA	NASA PROPERTY DISPOSAL MANAC DRMO DATA	EMENT SYSTEM	03/01/01 14: 32: 18 MSXXX
Local Ref No:	Turn- I r	Doc No:	
Appropriation Data:			
	Exc/Sal e: Uncl ai med Prop:	Fair Mkt:	
This property is sche	eduled to be reported on	to DoDAAC:	
Ship from Fedstrip AC	CC: Supple	ementary Address:	
Disposal Authority Co Additional Data Code: Navigation:	Code: TID ADPE Identification: ode: * Mark For: Shipping: DRMD Receivi	ng:	

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M or R

Mark For input value = HM or HW

- Additional Data Code
  - Shipping
  - DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
  the cursor placed at the first field in error. After the corrected data has been entered, press
  <Enter>. The system continues to validate each data field until all data passes the edit
  checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                                 03/01/01
ND4110ME / ND4110PA
                        COMPONENT SYSTEM PROPERTY CASE ADD
                                                                 11: 56: 11
                                                                 MSXXX
Prop Case No: 804101 5335C242
                                            Total Number of Components: 3
   Haz Mat Ind:
                    Precious Metals Ind:
   DML Code:
                    Artifact:
                                            Total Acq Cost:
                                                                 3258.00
Component System Information -
 Begin Dates
                                                              End Dates
              Days
                      Installation Screening:
                                              10 20 1995
                                                              11 10 1995
              21_
Screeni ng
              21_
                        NASA-Wi de Screening:
                                              10 20 1995
                                                              11 10 1995
Timeframes
              0__
                     Other Federal Screening:
                                              11 11 1995
                                                              11 11 1995
                         Donati on Screening:
                                              11 12 1995
                                                              12 03 1995
              21_
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
Navi gation:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
     HELP LOPF PREV
                                                  CLEAR
```

### **INPUT DATA**

- Component System Name
- FSC Code input value = component system level

FSC

•	CC		input value = component system level CC
•	Screen	ing Timeframes	
•	Days		
•	Installa	tion Screening	
	_	Begin Dates	input format = <b>MM/DD/YYYY</b>
		End Dates	input format = <b>MM/DD/YYYY</b>
•	Days		
•	NASA-	Wide Screening	
		Begin Dates	input format = <b>MM/DD/YYYY</b>
	_	End Dates	input format = <b>MM/DD/YYYY</b>
•	Days		
•	Other F	Federal Screening	
	_	Begin Dates	input format = <b>MM/DD/YYYY</b>
	_	End Dates	input format = <b>MM/DD/YYYY</b>
•	Days		
• D	onation S	Screening	
	_	Begin Dates	input format = <b>MM/DD/YYYY</b>
	_	End Dates	input format = <b>MM/DD/YYYY</b>
•	Method	I	
	_	Install	input values = C, F, L, or N
	_	NASA-Wide	input values = <b>C</b> , <b>F</b> , <b>L</b> or <b>N</b>

**NOTE:** The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

**NOTE:** The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

# 4.8.1.8 Non-Controlled Component System Item Add with DRMO Transfer

This process allows the user to enter Component System Item Non-Controlled Add With DRMO Transfer data.

 From the Transaction Menu (ND5000MA), type 1 at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

	NASA PROPERTY DI SPOSAL MAN		
ND4110MA / ND4110PA	COMPONENT SYSTEM NON-CO	NTROLLED ITEM ADD	15: 09: 16
	A CA		MSXXX
Prop Case No:	Item ID C	ust Acct No: 33001	ECN:
Local Ref No:	Turn-	In Doc No:	
Initiators Name:		Initiators Org Code	e:
Initiators Phone: (	) ********************	NSN: ****	
Mfg's Code: Mfg'	s Name:	Mfg	Year:
Model No:	Part No:		
Serial No:	MMA Code:	CC: ** Cap Se	ens Code: X
CURR QTY: *****	UNIT OF MEASURE: **	UNIT ACQ COST: ****	******
Stock Status Code: 5	Contr Prop: _	Tag No:	
	Grantee Prop: _ C		
	Prop: _ Date Found:		
	TYPE: 0 EXP DATE:		
Haz Mat Code: Haz Ma	nt Ind: _ Precious Metals Co	de: A Print Pickup	Doc: Y
Item Desc:			More: _
			N (Y/N): N
Enter-PF13PF14PF15-	- PF16 PF17 PF18 PF19 PF	20 PF21 PF22 PF2	23PF24
HELP LOPF PREV	CNCL	CLEAR	EXIT

Contr Prop

Tag No

INP	UT DATA	
•	Local Ref No	
•	Turn-In Doc No	input value = your document number
•	Initiators Name	
•	Initiators Org Code	
•	Initiators Phone	
•	NSN	
•	Item Name	
•	Mfg's Code	input values = blank, valid code, <b>ZZZZZ</b> or <b>XXXXX</b> . If using Z or X see corresponding entry for Mfg's Name.
•	Mfg's Name	input values = blank, name with matching Mfg's Code, <b>UNKNOWN</b> with <b>ZZZZZZZ</b> Mfg's Code, or <b>MFG CODE NOT ASSIGNED</b> with <b>XXXXX</b> Mfg's Code
•	Mfg Year	
•	Model No	
•	Part No	
•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = $N$ , $X$ , $Q$ , $M$ or $P$
•	Qty	
•	Unit of Measure	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property

input value = Y or blank

Reimbursement Code

Grantee Prop input value = Y or blank

Contr/Grant No

Exc/Sale input value = Y or blank

Unclaimed Prop input value = Y or blank

Date Found input format = MM/DD/YYYY

Fair Mkt

Mat Inv input value = Y or blank

Shelf Life Type

Exp Date

Ext Date

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
the cursor placed at the first field in error. After the corrected data has been entered, press
<Enter>. The system continues to validate each data field until all data passes the edit
checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

ROP	ITEM 1				1
ESC					. 2
					3
	·				. 4 5
					6
ЕСН					
EADERS					
					<del></del>
	·				<del> </del>
ECH ESC					0
ESC					
					4
					5 6
				- PF21 PF22 PF2	3 PF24
HE	LP LOPF	CNCL	PGUP PGDN	I NSRT	

- Prop Desc
- Tech Headers
- Tech Desc

**NOTE:** The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM NON-CONTROLLED ITEM ADD	03/01/01 14: 11: 00 MSXXX	
Prop Case No:	Item No: Cust Acct No: 16230	ECN: G080140	
Local Ref No:	Turn-In Doc No:		
Initiators Name:	Initiators Org (	Code: XXXX_	
Initiators Phone: (	) STD: ( ) NSN: XXXX		
	R, MOTORI ZED CART************************************		
Mfg's Code: XXXXX Mf Model	'g's Name: EVEREST AND JENNINGS INC M	#fg Year: XXXX	
Seri al		ode: Q	
CURR NID4110MI	Please Enter Appropriation Data:	****	
Stock			
Rei mbu			
Exc/Sa	Enter 'C' to Cancel: _		
	Mat Ind: _ Precious Metals Code: A Print Pick	•	
Item Desc:			
NT		TAIN (Y/N): N	
	5 PF16 PF17 PF18 PF19 PF20 PF21 PF22	— DE99 DE94	
HELP LOPF PREV		PF23PF24 XIT	
IIIII LOIT FREV	CHOL CLEAR I	VI I	ļ
			ļ

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT	SYSTEM MM/DD/YY
ND4110MA / ND4110PA NON-CONTROLLED PROPERTY ADD	HH:MM:SS
A CA	XXXXX
Cust Acct I	No: 33001
Local Ref No: Turn-In Doc N	No:
Initiators Name: Initiator	ors Org Code:
Initiators Phone:( ) NS	SN: 7021
Item N Y2K STATUS	*****
Mfg's C	Mfg Year: 2001
Model Status Code: * 'Y' = Y2K Compliant	
Serial 'N' = Not Y2K Compliant	Cap Sens Code: X
CURR 'U' = Unknown Status	: 125*******
Stock Certifier's	:
Reimbur Name:	:
Exc/Sal	:
Mat Inv	:
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Pr	rint Pickup Doc: Y
Item Desc:	
	RETAIN (Y/N): N
Navigation:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF2	 lPF22PF23PF24
HELP LOPF PREV CNCL CLEA	AR EXIT

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

Install Name: MARSHALL SPACE FLIGHT CENTER***********************************	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MB / ND4110PA COMPONENT SYSTEM I TEM ADD SCREEN 2 12: 26: 45 MSXXX
Contact Person: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Install Name: MARSHALL SPACE FLIGHT CENTER********
Address: BLDG XXXX*********************************	
Property   City:   HUNTSVILLE*********   Fax: (XXX ) XXX - XXXX	Address: BLDG XXXX************* Bldg: XXXX****** Room
Country:	
Country:	Location City: HUNTSVILLE******* State: AL Zip: XXXXX
Warehouse Loc:         Warehoused Date:         CC: A1         Artifact:           DAYS         Begin Dates         End Dates           21_ Installation         Screening:         03 01 2001         03 22 2001           Screening         21_ NASA-Wide         Screening:         03 01 2001         03 22 2001           Timeframes         0_ Other Federal         Screening:         03 23 2001         03 23 2001           21_ Donation         Screening:         03 24 2001         04 14 2001           Method = Install:         C NASA-Wide:         C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)           ADDITIONAL COMPONENT ITEMS         (Y/N):         N ECN:         CUST ACCT NO:           Navigation:         Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24	Country:
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1	Report To: GSA Region: 04 or DRMD DODAAC: Print Doc (Y/N): N
DAYS	Warehouse Loc: Warehoused Date:
21_ Installation Screening: 03 01 2001 03 22 2001	
Screening         21_         NASA-Wi de         Screening:         03         01         2001         03         22         2001           Timeframes         0_         Other Federal         Screening:         03         23         2001         03         23         2001           21_         Donation         Screening:         03         24         2001         04         14         2001           Method = Install:         C NASA-Wi de:         C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)           ADDITIONAL COMPONENT ITEMS         (Y/N):         N         ECN:          CUST ACCT NO:            Navi gation:          Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24	DAYS Begin Dates End Dates
21_ Donation Screening: 03 24 2001 04 14 2001  Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)  ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:  Navigation:  Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24	21_ Installation Screening: 03 01 2001 03 22 2001
21_ Donation Screening: 03 24 2001 04 14 2001  Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)  ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:  Navigation:  Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24	Screening 21_ NASA-Wide Screening: 03 01 2001 03 22 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)  ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:  Navigation:  Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24	
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO: Navigation:Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24	
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24	
HELP LOPF PREV CNCL CLEAR EXIT	
	HELP LOPF PREV CNCL CLEAR EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:

— GSA Region input value = blank

DRMO DODAAC input value = transferring DRMO DODAAC

Print Doc input value = Y or N

Warehouse Loc

• Warehoused Date input format = MM/DD/YYYY

DML Code

• Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

• CC

• Artifact input value = **Y** or **blank** 

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

**NOTE:** If you want to add more component items, enter Y.

ECN input value = next case to be

added, if any

Cust Acct No input value = next case to be

added, if any

• NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

**NOTE:** The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

**NOTE:** The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:
  - If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
  - If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
  - After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA	NASA PROPERTY DISPOSAL MANAGEMENT DRMO DATA	SYSTEM 03/01/01 14: 32: 18 MSXXX
Local Ref No:	Turn-In Doc N	0:
Appropriation Data: Reimbursement Code:	Exc/Sale: Unclaimed Prop: Fai	r Mkt:
This property is sche	duled to be reported on	to DoDAAC:
Ship from Fedstrip AC	C: Supplementar	y Address:
Disposal Authority Co Additional Data Code: Navigation:	ode: TID ADPE Identification: _ Ph de: * Mark For: _ Shipping: _ DRMD Receiving: _ 	

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or **blank** 

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M, or R

• Mark For input value = **HM** or **HW** 

- Additional Data Code
  - Shipping
  - DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
  the cursor placed at the first field in error. After the corrected data has been entered, press
  <Enter>. The system continues to validate each data field until all data passes the edit
  checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                                                03/01/01
ND4110ME / ND4110PA
                       COMPONENT SYSTEM PROPERTY CASE ADD
                                                                14: 52: 04
                                                                MSXXX
Prop Case No:
   Haz Mat Ind:
                   Precious Metals Ind:
                                           Total Number of Components:
   DML Code:
                   Artifact:
                                           Total Acq Cost:
Begin Dates
                                                            End Dates
             Days
                     Installation Screening:
                                             ** ** ****
              0__
                                             ** ** ****
Screeni ng
                        NASA-Wi de Screeni ng:
                                             ** ** ****
Timeframes
              0___
                     Other Federal Screening:
                                                            ** ** ***
                        Donati on Screening:
                                             ** ** ***
                                                            ** ** ***
Method = Install: * NASA-Wide: * (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
Navi gati on:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     HELP LOPF PREV
```

### **INPUT DATA**

- Component System Name
- FSC Code input value = component system

### level FSC

•	CC		input value = component system level CC
•	Screen	ing Timeframes	
•	Days		
•	Installa	ation Screening	
	_	Begin Dates	input format = MM/DD/YYYY
	_	End Dates	input format = MM/DD/YYYY
•	Days		
•	NASA-	Wide Screening	
	_	Begin Dates	input format = <b>MM/DD/YYYY</b>
	_	End Dates	input format = <b>MM/DD/YYYY</b>
•	Days		
•	Other F	Federal Screening	
	_	Begin Dates	input format = MM/DD/YYYY
	_	End Dates	input format = MM/DD/YYYY
•	Days		
•	Donation S	Screening	
	_	Begin Dates	input format = MM/DD/YYYY
	_	End Dates	input format = MM/DD/YYYY
•	Method	d	
	_	Install	input values = C, F, L, or N
	_	NASA-Wide	input values = C, F, L or N

**NOTE:** The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

**NOTE:** The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

## 4.8.1.9 Component System Item Add To Existing Component System

This Add process allows the user to Add an item to an established component system.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, enter an existing Component System Prop Case No and Press < Enter>. This brings up ND4110MA screen with Prop Case No and Next Item Id (assigned by the system).
- Appropriate data fields are populated and displayed by the system.
- Refer to the following UOG sections for step-by-step instructions:
- 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)
- 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)
- 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)
- 4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to add another component item:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                              03/01/01
ND4110MB / ND4110PA
                     COMPONENT SYSTEM ITEM ADD SCREEN 2
                                                              12: 26: 45
                                                              MSXXX
Property Case No:
                             Item Id:
    Address: BLDG XXXX**************
                                            Bl dg: XXXX***** Room
                                             Fax: ( XXX ) XXX - XXXX
Property
           City: HUNTSVILLE*******
                                            State: AL Zip: XXXXX ____
Locati on
        Country:
Report To: GSA Region: 04 or DRMO DODAAC:
                                               Print Doc (Y/N): N
                               Warehoused Date: __
Warehouse Loc:
                                                CC: A1
                                                          Artifact: _
DML Code:
             Foreign Prop: _
                               Recl am Code:
             DAYS
                                           Begin Dates
                                                         End Dates
             21_
                    Installation Screening: 03 01 2001
                                                         03 22 2001
             21_
                      NASA-Wi de Screeni ng:
                                          03 01 2001
                                                         03 22 2001
Screeni ng
Timeframes
             0__
                    Other Federal Screening: 03 23 2001
                                                        03 23 2001
                        Donati on Screening: 03 24 2001
                                                        04 14 2001
             21
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N
                                ECN:
                                               CUST ACCT NO:
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
     HELP LOPF PREV
                          CNCI.
                                               CLEAR
                                                               EXIT
```

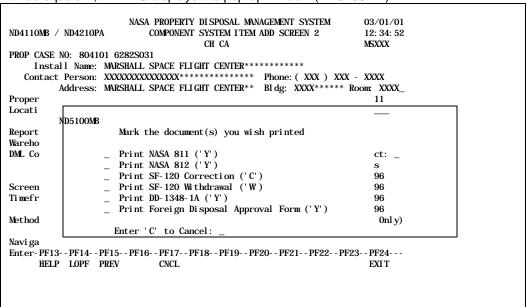
Print Doc

input value = Y or N

**NOTE**: If the property of either case was reported to GSA, the user may wish to generate a correction document to GSA.

- Additional Component Item input value = Y
- Press < Enter >.

If Print Doc equals Y, NPDMS displays the pop-up window (ND5100MB).



- Print SF-120 Correction ('C') input value = C
- Press <Enter>.

If Print SF-120 equals C, NPDMS displays the pop-up window (ND5100MD).

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MB / ND4210PA COMPONENT SYSTEM I TEM ADD SCREEN 2 12: 34: 52 CH CA MSXXX	
PROP CASE NO: 804101 6282S031	
Install Name: MARSHALL SPACE FLIGHT CENTER*********	
Contact Person: XXXXXXXXXXXXXXXXXX********* Phone: ( XXX ) XXX - XXXX	
Address: MARSHALL SPACE FLIGHT CENTER** Bldg: XXXX****** Room: XXXX_	
Property MAIL CODE XXXX Fax: ( XXX ) XXX - XXXX	
Location City: MSFC************** State: AL Zip: XXXXX	
**********	
ND510OMD	
GSA Withdrawal Approval Date: ** ** ****	
•	
Withdrawal/Correction Narrative:	
Enter 'C' to Cancel: _	
***********	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)	
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24	
HELP LOPF PREV CNCL EXIT	

## **INPUT DATA**

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = C or blank
- Press <Enter>. From this point, NPDMS processing continues the same as in the previously cited UOG Sections. Refer to the appropriate UOG Sections. If you enter C to Cancel, NPDMS displays the component System Item Add Screen 2 (ND4110MB).

## 4.8.1.10 Single and Component System Item Case Add With Receipt

This Add process allows the user to generate a Receipt, which records the physical receipt of personal property by the PDO. To generate a Receipt outside the Add process refer to UOG Section 4.8.4.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message

if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the Case Add screen,
- Appropriate data fields are populated and displayed by the system.
- Refer to the following UOG sections for step-by-step instructions:
  - 4.8.1.1 (Controlled Add with GSA Reporting)
  - 4.8.1.2 (Non-Controlled Add with GSA Reporting)
  - 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)
  - 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)
  - 4.8.1.5 (Controlled Add with DRMO Transfer)
  - 4.8.1.6 (Non-Controlled Add with DRMO Transfer)
  - 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)
  - 4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to generate a Receipt at the time of Add:

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM	03/01/01
ND4110MB / ND4110PA COMPONENT SYSTEM ITEM ADD SCREEN 2	12: 26: 45
	MSXXX
Prop Case No: Item Id:	
Install Name: MARSHALL SPACE FLIGHT CENTER********	
Contact Person: XXXXXXXXXXXXXXXXXXXXX *** *** *** Phone: ( XXX ) XXX -	XXXX
Address: BLDG XXXX************** Bl dg: XXXX***** Ro	oom
Property Fax: (XXX ) XXX -	XXXX
Location City: HUNTSVILLE******** State: AL Zip: XXXX	XX
Country:	
Report To: GSA Region: 04 or DRMO DODAAC: Print Doc (Y/N):	N
Warehouse Loc: Warehoused Date:	
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1 Art	ifact:
DAYS Begin Dates End I	Dates
21_ Installation Screening: 03 01 2001 03 22	
Screening 21_ NASA-Wide Screening: 03 01 2001 03 22	2 2001
Timeframes 0_ Other Federal Screening: 03 23 2001 03 23	3 2001
21_ Donati on Screening: 03 24 2001 04 14	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=N	
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO: _	
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23	SPF24
HELP LOPF PREV CNCL CLEAR	

- Warehouse Loc
- Warehoused Date

input format = MM/DD/YYYY

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

- Days
- NASA-Wide Screening
  - Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

NPDMS will test for modifications made to the date fields when the <Enter> key is pressed. The ND4110MB (ADD SCREEN 2) screen will display again with newly calculated dates.

**NOTE:** The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

**NOTE:** The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

 From this point, NPDMS processing continues the same as in the previously cited UOG Sections.
 Refer to the appropriate UOG Sections.

## 4.8.1.11 Non-Controlled/Controlled Property Check

This Add process is initiated for the functional Add of Non-Controlled property Add data. During the Non-Controlled property Add, the system checks for Controlled (NEMS-tagged) property using the manufacturer model, serial number, quantity, and unit of measure. If the quantity equals one (1), and the unit of measure equals each (ea), and a match of the manufacturer model and serial number occurs for a controlled piece of property monitored by NEMS, NPDMS allows the user to process the property as Controlled or Non-Controlled.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

• From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD (ND4110MA) screen,

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MA / ND4110PA NON-CONTROLLED PROPERTY LITEM ADD 10: 48: 18
MSXXX
Prop Case No: 804101 5335C242 ITEM ID: 03 Cust Acct No: 33001
Local Ref No: Turn-In Doc No:
Initiators Name: Initiators Org Code:
Initiators Phone: ( ) - NSN: ****
Initiators Phone: ( ) NSN: **** Item Name: ************************************
Mfg's Code: Mfg's Name: Mfg Year:
Mag S code
Model No: Part No:
Serial No: MMA Code: _ CC: ** Cap Sens Code: X
Model         No:         Part         No:           Serial         No:         MA         Code:         CC: ** Cap Sens Code:         X           QTY:         *****         UNIT OF MEASURE: **         ACQ COST: ************************************
Stock Status Code: 5 Contr Prop: _ Tag No:
Reimbursement Code: _ Grantee Prop: _ Contr/Grant No:
Exc/Sale: _ Unclaimed Prop: _ Date Found: Fair Mkt:
Mat Inv: SHELF LIFE TYPE: 0 EXP DATE: EXT DATE:
Haz Mat Code: Haz Mat Ind: Precious Metals Code: A Print Pickup Doc: Y
<b>.</b>
Item Desc: More: _
RETAIN (Y/N): N
Navi gati on:
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24
HELP LOPF PREV CNCL CLEAR EXIT

## **INPUT DATA**

Local Ref No

Turn-In Doc No input value = your document number Initiators Name Initiators Org Code Initiators Phone NSN Item Name Mfg's Code input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding Mfg's Name. entry for Mfg's Name input values = blank, name with matching Mfg's Code, Code, or MFG UNKNOWN with ZZZZZZ Mfg's **CODE NOT ASSIGNED** with XXXXX Mfg's Code Mfg Year Model No NOTE: the value cannot be blank or NONE Part No Serial No NOTE: the value can not be blank or NONE MMA Code CC Cap Sens Code input values = N, X, Q, M or PQty input value = 1

input value = **ea** 

Unit of Measure

•	Unit Acq Cost		
•	Stock Status Code 2 for Program Stock, 3 for 4 for Equipment, 5 for all	input values = 1 for St	ore Stock, Stand-By-Stock, Capitalized other property
•	Contr Prop	input value = Y or blar	ık
•	Tag No		
•	Reimbursement Code		
•	Grantee Prop	input value = Y or blar	nk
•	Contr/Grant No		
•	Exc/Sale	input value = Y or blar	ık
•	Unclaimed Prop	input value = Y or blar	ık
•	Date Found	input format = <b>MM/DD</b>	YYYY
•	Fair Mkt		
•	Mat Inv input value = Y or blank		
•	Shelf Life Type		
•	Exp Date		
•	Ext Date		
•	Haz Mat Code		
•	Precious Metals Code		
•	Print Pickup Doc	input value = Y or N	
•	Item Desc		
•	More	input value = Y or blar	ık

 Press <Enter>. NPDMS displays a pop-up window (ND4110MF) message prompt that requires user response.

ND4110MA / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM NON-CONTROLLED PROPERTY ADD A CA Cust Acct No: XXXXX	12: 07: 41 MSXXX	
	Turn-In Doc No:		
	Initiators Org C		
	************	******	
ND4110MF			
A record has been found on the NEMS Equipment File with the same Model Number and Serial Number.			
ECN: Item Na	me:		
Do you wish to proces	s this case as a Controlled Property? $(Y/N)$	: _	
NOTE: Some of the data may be changed.			
Navi gati on:			
	- PF16 PF17 PF18 PF19 PF20 PF21 PF22	_ PF23 PF24	
HELP LOPF PREV	CNCL CLEAR	EXI T	

## **INPUT DATA**

Process as a Controlled Property input value = Y or N

• Enter 'C' to Cancel input value = **C** or **blank** 

- Press **<Enter>**. If the user elects to process the entered record as controlled property, the case record is updated with the controlled property information. NPDMS generates an E01 Add Transaction and a X90 Transaction to identify NEMS Equipment data. NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and remains on the Add screen for entry of the next record.
- Haz Mat Ind